

STANDARDS OF APPRENTICESHIP  
FOR NAIL TECHNICIANS  
DEVELOPED BY THE  
VIRGINIA BOARD FOR COSMETOLOGY  
AND THE  
DIVISION OF APPRENTICESHIP TRAINING  
VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY

These minimum standards approved and registered with the Virginia Apprenticeship Council have been developed to comply with Chapter 6 of Title 40.1, Code of Virginia, Voluntary Apprenticeship Act.

## PURPOSE

The purpose of these Standards is to establish minimum requirements for the training of apprentice Nail Technicians in accordance with the Virginia Apprenticeship Act.

## FORWARD

Recognizing the need for the development of highly skilled and efficient practitioners in the profession and to establish the procedure for the training of apprentices as required by the Board for Cosmetology, these Standards have been developed as a guide for employers seeking approval to train apprentices.

## 1. DEFINITIONS

- A. **"Sponsor"** shall mean the employer, or group of employers in a licensed, approved Nail Salon or Cosmetology Salon.
- B. **"Registration Agency"** shall mean the Virginia Apprenticeship Council.
- C. **"Apprenticeship Agreement"** shall mean a written master agreement, referenced on the apprenticeship action form. This constitutes an agreement between the sponsor (employer), the person employed as an apprentice, his/her parents or guardian (if he/she is a minor), and which has been approved and registered with the Virginia Apprenticeship Council.
- D. **"Apprentice"** shall mean a person at least 16 years of age who, as a principal occupation, is engaged in learning and working in the profession of nail technology under these Standards, and who is covered by a written agreement with the sponsor providing for his/her training in accordance with these Standards of Apprenticeship, and who is registered with the Virginia Apprenticeship Council.
- E. **"Supervisor of Apprentices"** shall mean the person(s) designated by the sponsor to perform the duties outlined in the standards of Apprenticeship.
- F. **"Standards of Apprenticeship"** shall mean this entire document including these definitions.
- G. **"Board"** shall mean the Virginia Board for Cosmetology.
- H. **"Nail Technician"** shall mean any person licensed under Chapter 12 of Title 54.1 of the Code of Virginia who for compensation manicures, or pedicures natural nails or who perform artificial nail services for compensation, or any combination thereof.
- I. **"Nail Salon"** shall mean any place or establishment licensed by the Board for the practice of manicuring, applying artificial nails, and/or pedicures for compensation. A nail salon may provide for the training of apprentices under the regulations of the Board.

**2. POLICY STATEMENT, QUALIFICATIONS AND EQUAL EMPLOYMENT OPPORTUNITY PLEDGE**

**A. Policy Statement**

On or after the date these Standards are adopted, it shall be the policy of the sponsor that all apprentices employed shall be governed by the terms of these Standards of Apprenticeship, a copy of which will be provided for the sponsor who will make it available to the apprentice for review, upon request.

**B. Qualifications for Apprenticeship**

1. Be at least 16 years of age.
2. Be physically able to perform the work.

**C. Equal Employment Opportunity Pledge**

The recruitment, selection, employment and training as apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and the Virginia State Plan. *I hereby agree to train apprentices in accordance with the program outlined above, which is based on the Standards established by the Virginia Apprenticeship Council.*

**3. CREDIT FOR PREVIOUS EXPERIENCE**

- A. An apprentice may be allowed credit on the term of apprenticeship for that portion of experience, whether with the sponsor or elsewhere, which is equivalent to that which he/she would have received under these Standards. However, on-the-job hours accrued as an apprentice with a different employer are not transferable to another shop. The maximum credit to be allowed an apprentice for previous experience is three fourths of the term.
- B. An apprentice transferring from a nail technician school shall receive hour for hour credit toward the apprenticeship. Evidence of training must be presented to the apprenticeship representative before it can be awarded.

#### **4. APPRENTICESHIP AGREEMENT**

- A. The apprentice and sponsor shall sign a written agreement (apprentice action form), which references the master agreement.
- B. This agreement shall contain a clause making the terms of these Standards a part of the agreement.
- C. The following parties shall receive a copy of this agreement properly executed.
  - 1. the apprentice
  - 2. the sponsor
  - 3. the registration agency

#### **5. TERM OF APPRENTICESHIP**

- A. The term of apprenticeship shall be 2000 hours of full time employment over a 12 month period supplemented by the related study.
- B. Overtime hours will not be credited to the term of apprenticeship.

#### **6. RESPONSIBILITIES OF THE APPRENTICE**

- A. The apprentice agrees to be punctual and regular in attendance and proper in conduct, he/she agrees to apply himself/herself in the practices of his/her profession.
- B. The apprentice agrees to keep a daily record book of work experiences practiced on the job and to keep such record book at the place of training for review by concerned parties.
- C. The apprentice will receive a certification card from the apprenticeship representative. The card must be posted in the apprentices work area and shall be accessible and visible to the public.
- D. The apprentice agrees to abide by all regulations promulgated by the Board for Cosmetology and the Apprenticeship Division of the Virginia Department of Labor and Industry concerning apprentice Nail Technicians.

## **7. SUPERVISION OF APPRENTICES**

The sponsor shall designate a supervisor of apprentices whose duties will be to see that the apprentice receives proper training and assist the apprentice in all phases of on-the-job training, as well as review and grade monthly the apprentices' record book. The supervisor will notify the registration agency if the apprentice leaves the program prior to completion. The supervisor must be a licensed Nail Technician or Cosmetologist. The apprentice must be supervised at the time any work is performed on a patron.

## **8. SCHEDULE OF WORK PROCESSES**

The apprentice shall be given instruction and work experience in all phases of nail technology listed in the work processes, which are recorded on the training program outline.

## **9. RELATED INSTRUCTION**

- A. Each apprentice employed under these Standards shall enroll in and satisfactorily complete the required related study as prescribed by the Virginia Board for Cosmetology and approved by the Virginia Department of Labor and Industry.
- B. Credit for related training received prior to entering apprenticeship will be granted by the Department of Labor and Industry upon receipt and evaluation of evidence of said training. The maximum credit for previous experience granted shall not exceed three fourths of the term of Apprenticeship. Advanced credit will not reduce the amount of related classroom training.

## **10. PERIODIC EVALUATION**

The progress of each apprentice's job performance and related instruction shall be subject to periodic review prior to the expiration of each wage period. Should a review reveal a lack of interest or ability on the part of the apprentice, the apprentice will be informed of the deficiency and may be placed on probation for a sufficient period to determine improvement or failure. At the end of the probationary period, if the apprentice has not shown acceptable improvement, the apprenticeship agreement may be suspended or revoked. The sponsor will provide written notice of the final action taken to the apprentice and the Virginia Apprenticeship Council.

**11. HOURS OF WORK**

The hours of work for the apprentice shall be the same as for other employees and in compliance with all labor laws concerning hours of work.

**12. APPRENTICESHIP WAGES**

- A. The apprentice wage will be determined by the individual sponsor. The apprentice wages may be a percentage of the fee charged for services or an hourly wage.
- B. UNDER NO CIRCUMSTANCES SHALL AN EMPLOYER CHARGE AN APPRENTICE A FEE FOR APPRENTICESHIP TRAINING.

**13. LAY-OFF, SUSPENSION, CANCELLATION AND REINSTATEMENT OF APPRENTICES**

In the event it shall be necessary to lay off journeymen, apprentices may be laid off in the commensurate ratio of apprentices to licensed employees in the craft. Provided, however, any apprentice laid off under these Standards shall be entitled to seniority privileges and shall be reinstated in the seniority standing before any new apprentices shall be registered.

**14. CERTIFICATE OF COMPLETION OF APPRENTICESHIP**

- A. Upon completion of both phases of the apprenticeship training, the apprentice shall be awarded a Certificate of Completion by the Virginia Apprenticeship Council. Completion of the apprenticeship program qualifies the apprentice to take the Nail Technician examination.
- B. A temporary permit to work under the supervision of a currently licensed Nail Technician or Cosmetologist may be issued to the apprentice graduate by the Board for Cosmetology of the Department of Professional and Occupational Regulation.
- C. The temporary permit shall remain in force until thirty (30) days following the next scheduled examination for which the applicant would be eligible.
- D. Apprentice graduates must secure a temporary license if they intend to work prior to being tested for the Nail Technician license.

**15. APPROVAL OF NAIL SALONS AND COSMETOLOGY SALONS FOR APPRENTICE TRAINING**

Upon request the Apprenticeship Representative will contact the salon owner or manager to establish an apprentice training program. Shops must have current licenses as required by the Board for Cosmetology, licensed supervisory personnel, and an adequate work station for the apprentice.

**16. TRANSFER OF APPRENTICES**

If an employer is unable to carry out the operation of training, the apprentice may be registered with another qualified sponsor. However, on-the-job credit will not be transferred. Classroom related training hours are transferable.

**17. SAFETY AND HEALTH TRAINING**

The sponsor shall instruct the apprentice in safe and healthful work practices and shall insure that the apprentice is trained in facilities and other environments that meet the Virginia Occupational Safety and Health Standards developed pursuant to the Virginia Occupational Safety and Health Program.

**18. PROBATIONARY PERIOD**

Each apprentice shall be subject to a probationary period of at least 500 hours. During this period, annulment of the apprenticeship agreement may be made upon request of either party, with due notice being given to the registration agency.

**19. RELATIONSHIP OF STANDARDS TO VIRGINIA NAIL TECHNICIAN REGULATIONS**

Nothing in these Standards shall be interpreted in a manner inconsistent with the existing Nail Technician Regulations of the Board for Cosmetology.

**20. NUMBER OF APPRENTICES**

The ratio of apprentices to licensed cosmetologist shall be in accordance with the policies and procedures of the Virginia Apprenticeship Act.



## **21. MODIFICATIONS**

These Standards may be modified if desired, but any such modifications must be approved by the Registration Agency. Such modifications shall not alter or affect apprenticeship agreements in effect at the time of modification without the consent of all parties affected.

### **THESE STANDARDS ARE HEREBY APPROVED**

Virginia Board of Cosmetology

Chairman \_\_\_\_\_

Date      August 25, 1995

### **REGISTERED WITH THE VIRGINIA APPRENTICESHIP COUNCIL**

Secretary \_\_\_\_\_

Date    August 18, 1995

# **WORK PROCESS**

## **NAIL TECHNICIAN**

- I. Professional Image **40 Hrs.**
  - A. Preparing station, making appointments, shop ethics, maintaining professional appearance, notifying clients of schedule changes.
  - B. Selling services of salon and establishing regular customers.
  
- II. Bacteria and Other Infectious Agents **40 Hrs.**
  - A. Understanding and working with pathogenic bacteria.
  - B. Awareness of Immune Deficiency Syndrome and how the disease is transmitted.
  - C. Nail Fungus identification, prevention and how to refer client to a physician.
  - D. Nail Mold identification and preventative measure to be taken to protect the technician and clients.
  - E. The removal of artificial nails before treatment by a physician.
  - F. Parasite recognition.
  
- III. Infections in the Salon **250 Hrs.**
  - A. How infections breed in the salon.
  - B. How to sanitize tools and equipment.
  - C. General sanitation and preventative measures to be taken to protect the technician and clients.

IV. Sanitation 50 Hrs.

- A. The use of physical agents, ultraviolet rays, moist heat, dry heat.
- B. The use of chemical agents, antiseptics, disinfectants, and fumigants.
- C. The use of sanitation equipment.
- D. Pre-service sanitation procedure.
- E. End of day sanitation procedure.

V. Safety 50 Hrs.

- A. How to avoid overexposure to chemicals.
- B. The use of Material Safety Data Sheets.
- C. How to protect yourself and your clients.

VI. Anatomy and Physiology 40 Hrs.

General knowledge of:

- A. Skeletal System
- B. Nervous System
- C. Circulatory System
- D. Endocrine System
- E. Excretory System
- F. Respiratory System
- G. Digestive System

VII. Nail Disorders, Recognition and Treatment

**100 Hrs.**

- A. Parts of the nail.
- B. Structures beneath the nail.
- C. Disorders and when not to service a client.
- D. Nail disorders which can be serviced by a technician.
  - 1. Bruised nails
  - 2. Discolored nails
  - 3. Eggshell nails
  - 4. Furrows
  - 5. Hangnails
  - 6. Nevus
  - 7. Hypertrophy
  - 8. Ingrown nails
  - 9. Onychophagy

VIII. Manicuring

**600 Hrs.**

(Minimum 30 required)

- A. Proper use of equipment.
- B. Implement selection and use.
- C. Material selection and use.
- B. Nail cosmetics selection and use. (soap, polish remover, cuticle cream, cuticle oil, cuticle remover, nail bleach, nail whitener)
- E. basic table setup
- F. Manicuring styles for females and males.
- G. Sculptured nails.